

CURRICULUM VITAE

R.Mani
6/675 Kattu Kottai Street
Nagiyapatty (P.o)
Gangavalli (T.k)
Salem (D.T) ,Tamil Nadu
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Career Objective

To work with a dynamic and result oriented atmosphere which provides me a challenging career and opportunities for learning and growth. So that my skills and knowledge can be utilized effectively.

EDUCATIONAL QUALIFICATION

Qualification	Name of the Institution	Board / University	Year of completion	Grade/Marks
MBA	Thanthai Hans Roever College, Perambalur.	Bharathidasan University.	2013	69%
B.Com	Imayam arts & science College, kannanur.Thuraiyur.	Bharathidasan University	2011	65%

WORK EXPERIENCE : 5 Years

COMPANY NAME : AVS Constructions, Hosur (Tamil Nadu)

DESIGNATION : Executive Accountant

- ✓ Monthly preparation of Bank Reconciliation Statement & Loan (NBFC)
- ✓ Periodical reconciliation of debtors and creditors

- ✓ Monthly preparation of VAT returns and filing with Commercial Tax Department
- ✓ Visioning with internal and external auditors for filing of statutory returns, yearly assessment and hearings as per Income Tax Act 1961 and Commercial Tax Act.
- ✓ Preparation of monthly cash flow statement and follow- up of party payments and receipts
- ✓ Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- ✓ Innovator with creative skills and experiences to improve overall business processes.
- ✓ Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- ✓ GST Filing & Reconciliation

Key Responsibilities Handled

- Finalise the day's balance, and prepare and print management reports
- Investigate and reconcile discrepancies when they occur
- Complete accounting functions for classified transactions involving stock.

AREA OF INTEREST

- ✓ Accounts Sr. Executive
- ✓ Finance & Audit
- ✓ Related Accounts work

Technical Skills

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Experienced in working on Tally 9.0
- Internet Savvy

PROJECT DETAILS

TITLE : Financial Statement Analysis

INDUSTRY : Renergy Equipments India (P) Ltd, Dindigul-624709

SPECIALIZATION : Financial Management

Personal Qualities

- Strong analytical and problem solving skills.
- Unmatchable communication skills in Written and verbal both.
- Highly trustworthy, discreet and ethical.

CO-CURRICULAR ACTIVITIES:

✓ **Presentations:** I have participated in various competitions various colleges.

✓ **Awards** : Best role in conceptual skit in RKKR College, Salem

WINNING LIST

EVENTS LIST	LIST OF COLLEGE
SKIT & CONCEPT DANCE	RKKR BUSINESS SCHOOL, SALEM
SKIT, MIME, AD-ZAP	THANTHAI HANS ROEVER COLLEGE, PERAMBALUR

PARTICIPATED LIST

MIME, YOGA, TEAM BUILDING	ST. JOSEPH COLLEGE, TRICHY
CORPORATE SHOW	ANNAMALAI UNIVERSITY, CHIDAMBARAM

II) Winning the volley ball team in our college.

LANGUAGE KNOWN

LANGUAGE	SPEAK	WRITE	READ
TAMIL	YES	YES	YES
ENGLISH	YES	YES	YES
KANNADA	YES	-	-
TELUGU	YES	-	-

PERSONAL DETAILS:-

Name	:	R.Mani
Father's Name	:	Mr.K.Rajkumar
Date of Birth	:	15.04.1990
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Single
Weight	:	62
PASSPORT NO	:	N9265054

I hereby declare that the above said particulars are true and correct to the best of my knowledge and belief.

Place : SALEM- (TAMIL NADU)

Date : 01/11/2018

Signature
(R.MANI)

